



HISTORIC RESOURCES REVIEW APPLICATION (HRR) INFORMATIONAL AND APPLICATION PACKET

You can submit a Historic Resource Review Application (HRR) for properties in two instances:

1. when there's a proposed alteration or development project, and the proposed project has submitted for a Project Application; or
2. when there are no plans for development or alteration project on the property.

The information requested in this application will be used by Planning Department staff to determine:

- whether a property is considered historic,
- whether it meets the definition of a historic resource according to the California Environmental Quality Act (CEQA), and/or,
- the potential impacts of a proposed project on the historic resource, as evaluated under CEQA.

For questions, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.

Español: Si desea ayuda sobre cómo llenar esta solicitud en español, por favor llame al 628.652.7550. Tenga en cuenta que el Departamento de Planificación requerirá al menos un día hábil para responder.

中文：如果您希望獲得使用中文填寫這份申請表的幫助，請致電628.652.7550。請注意，規劃部門需要至少一個工作日來回應。

Filipino: Kung gusto mo ng tulong sa pagkumpleto ng application na ito sa Filipino, paki tawagan ang 628.652.7550. Paki tandaan na mangangailangan ang Planning Department ng hindi kukulangin sa isang araw na pantrabaho para makasagot.

WHAT IS THE HISTORIC RESOURCE REVIEW?

The Historic Resource Review (HRR) application consolidates the Planning Department's various review processes for determining historic status or evaluating impacts to historic resources. The HRR can provide a determination whether a property is eligible for listing in the National Register of Historic Places (NR) and/or California Register of Historical Resources (CR). Eligibility for listing means the property meets criteria as "historic" in San Francisco, but this process does not officially list or designate a property in a federal, state or local historical register. Properties can be considered historic as an individual property or as a contributing property to a larger historic district. The HRR process can also provide analysis of project impacts on a historic resource.

The information requested in this document helps Department staff determine whether a property is historic, whether it is a historic resource as defined by the California Environmental Quality Act (CEQA), and/or, the impacts of a proposed project to the historic resource under CEQA. This process is in advance of SF Survey (the Citywide Cultural Resource Survey), which is a multi-year, phased effort, to determine the historic status of all parcels in the City. To learn more about this, please visit [SF Survey webpage](#).

HISTORIC CATEGORIES

Properties in San Francisco are assigned a historic status based on three categories:

1. A – Historic Resource Present. These are properties that have been reviewed for historic status and are local landmarks, are listed in a local, state or federal historical registers, or have been deemed eligible (individually and/or as part of a historic district) for listing in a local, state and national historical registers.
2. B – Unknown. These are properties that are age eligible (45 years or older) but have not been formally reviewed.
3. C – No Historic Resource. These are properties which have been reviewed and deemed not historic by the Planning Department or the Historic Preservation Commission, or properties that are 45 years or younger (ie, age ineligible).

For more general information about Preservation in San Francisco, please review [Historic Preservation FAQs](#).

WHO CAN APPLY?

Applications for a HRR response can be submitted for any properties assigned as an A or B historic status. If your property is assigned a category C historic status, only submit an application if you are directed by Planning's preservation staff.

HOW DOES THE PROCESS WORK?

An Applicant submits a complete HRR application and all required materials to request the Department produce a HRR, which will make a determination of a property's historic status and/or analyze the impacts of the proposed project to the historic resource. This may be:

1. a requirement as a supplemental application to the [Project Application \(PRJ\)](#) in support of a development project*; or,
2. initiated by the property owner to gain information about the historic status of their property in advance of submitting a Project Application for development or alterations.

There may be other cases where staff request the filing of this HRR application.

The property owner or their authorized agent may conduct the property research necessary to prepare and submit the HRR application, or the applicant may hire a consultant to conduct the property research and prepare the HRR application. Any consultant can be selected who meets the [Secretary of the Interior's Professional Qualification Standards in Architectural History or History](#). The Planning Department also maintains a list of qualified historic resources consultants ("historic resources consultant pool") at: <https://sfplanning.org/permit/environmental-consultant-pools-guidelines-and-resources>.

Information in the application will be reviewed by the Planning Department's Preservation staff, who meet or exceed the Secretary of the Interior's Professional Qualification Standards in History or Architectural History. The Department's review of the application will not begin until it is determined that the material submitted is complete. Preservation staff will review the material and prepare a [HRR](#) assessing whether the property appears historic, and/or appears eligible for the NR and/or CR, and/or analyzing the impacts of the project to the historic resource. Once a complete application is on file (Accepted status), the Department will provide a response within 45 days.

***If this HRR is submitted with a Project Application:** Pursuant to the California Environmental Quality Act (CEQA), public agencies must review the environmental impacts of proposed projects, including impacts to historic resources. This supplemental application provides additional information to assist the Department in analyzing whether a property qualifies as a historic resource under CEQA, and/or analyze impacts of the project to a resource. For the proposed demolition of a Category B property (older than 45 years old) or for demolition of a Category A property that hasn't been individually evaluated (see [Property Information Map](#)), the Planning Department requires a consultant-prepared Historic Resource Evaluation, submitted by a qualified historic resource consultant. Please find the Department's Historic Resource Consultant Pool as well as further information about consultant guidelines and report preparation on the [Environmental Review Resources page](#).

INSTRUCTIONS

All resources listed in this application that are relevant to the subject property must be researched and copies submitted as required materials.

How to Research a Property's History

This will assist in helping to answer these questions: When was it built? What did it look like originally and what changes have occurred over time? Who built it?

- Construction Date. Start with a search for the construction date on the San Francisco Property Information Map (PIM) online at: <https://sfplanninggis.org/pim/>. Enter the address and in the **'Property'** tab under **'Reports'** click **Assessor Summary** to see if the **Year Built** is identified.
- Building Permit History. Start with a search for the full construction and permit history. The Department of Building Inspection (DBI) has copies of all building permits issued, often accompanied by architectural drawings. The original construction permit can tell when a property was built, who built it, and what its original appearance was. Requests for permit history can be made in person at DBI, 49 South Van Ness Avenue, 2nd Floor, or online at: <https://sf.gov/departments/department-building-inspection/records-management-dbi>.

For additional information, please refer to: <https://sf.gov/departments/department-building-inspection>.

- Water Department Records. Now a part of the Public Utilities Commission, the original SF Water Department's records can indicate when a building was constructed if the original building permits are not available. These records show when a property was 'tapped' into the City's main water system, which typically occurred close to the construction date. These records should be investigated for any property that was constructed prior to 1906. Most Water Department Records are available online at: <https://sfpl.org/locations/main-library/sf-history-center/how-research-san-francisco-building/san-francisco-water>.
- Assessor-Recorder's Office. The Assessor-Recorder's Office has original deeds, sales records, and map books that show ownership history, records about owners, room counts, and building construction dates. Other data available at the Assessor-Recorder's Office includes: Map Books and Homestead Maps, both of which should be consulted for properties constructed prior to 1912, as well as photographs of the properties taken by the Assessor's Office in the 1950s through 1980s. Research must be done **in-person** at the Assessor-Recorder's Office located in City Hall, Room #190. For more information about the Assessor-Recorder's Office and the material located there, refer to: <https://www.sfassessor.org>.
- San Francisco History Center. Located at the Main Branch of the Public Library at 100 Larkin Street, the San Francisco History Center has extensive records that are helpful when researching the history of an owner/occupant(s) of a property, the history of a neighborhood, and information on an architect or builder. The San Francisco Historical Photograph Collection is located within the History Room and may provide an early view of a building or street and copies of the Assessor-Recorder photographs from 1950s-1980s are also available. The collection in the History Room is where historic newspapers, such as the Chronicle and the Examiner, can be researched, along with Our Society Blue Books, and various real estate circulars. City Directories and U.S. Census records are available to document a building's occupant history. The Library publishes a guide "How to Research a San Francisco Building" that lists all resources available as well as steps to take when researching a property. Most resources are available digitally, so please start here: <https://sfpl.org/locations/main-library/sf-history-center/how-research-san-francisco-building>.
- Citywide Historic Context Statements. The Citywide Historic Context Statement forms the Citywide Cultural Resources Survey's (SF Survey) foundation for decision-making by providing a comprehensive framework for identifying and evaluating San Francisco's historic and cultural resources. The Citywide context is organized into subthemes: Geographic, Architectural, Cultural and Thematic. Final drafts are publicly available for those still in-progress and final versions of adopted contexts are all available: <https://sfplanning.org/project/citywide-historic-context-statement>.

HOW TO SUBMIT A HISTORIC RESOURCE REVIEW APPLICATION

This Historic Resource Review application can be submitted with required attached materials, directly to Planning Department at CPC.Intake@sfgov.org. If you are submitting a request for Historic Resource Review to accompany a Project Application (PRJ) or Planning entitlement, submit the complete HRR application and required materials to accompany it.

FEES

Please refer to the Planning Department Fee Schedule available at <https://sfplanning.org>. For questions related to the Fee Schedule, you can call the Planning counter at 628.652.7300 or email pic@sfgov.org where planners are able to assist you.



HISTORIC RESOURCE REVIEW (HRR)

APPLICATION

Property Information

Project Address:

Block/Lot(s):

Date of Construction (as found on [Property Information Map](#)):

This property is included in a: Historic Context Statement Cultural Heritage and Economic Sustainability Strategy (CHESS)

Other Community / Cultural Documentation Unknown or N/A

Context, CHESS, or Community / Cultural Documentation Name:

This property is included in a prior historic survey: Yes No Unknown or N/A

Survey Name:

This property is designated as: Article 10 Landmark Designation Article 11 Conservation Districts

California Register of Historical Resources National Register of Historic Places

Property Owner's Information

Name:

Address:

Email Address:

Telephone:

Applicant Information

Same as above

Name:

Company/Organization:

Address:

Email Address:

Telephone:

Please Select Billing Contact: Owner Applicant Other (see below for details)

Name: _____ Email: _____ Phone: _____

Please Select Primary Project Contact: Owner Applicant Billing

CHECKLIST

In order for the Planning Department to consider a HRR application complete, the application must be accompanied by all required information or supporting materials as listed below.

SUBMISSION CHECKLIST

Requirements	Applicants: <i>is this included in your submission?</i>			Planning staff only: <i>verification of submission & completeness</i>		
If filing this HRR application with a Project Application (PRJ) and the project includes proposed demolition of a Category A or B property (older than 45 years old), attach consultant-prepared Historic Resource Evaluation, by a qualified historic resource consultant.	Yes	No	N/A	Yes	No	Missing
Date of construction (from PIM)	Yes	No		Yes	No	Missing
Copies of each building permit application issued from date of construction to present (from Department of Building Inspection, 49 South Van Ness, 4th floor).	Yes	No		Yes	No	Missing
Copy of water tap record, if there is no original building permit, if applicable	Yes	No	N/A	Yes	No	Missing
Copies of historic drawings, maps, and/or articles	Yes	No		Yes	No	Missing
Additional current photograph(s) of the subject property, adjacent properties, and the surrounding block faces, labelled. Online street view photos are not acceptable because they can be poor quality, outdated, or buildings on the subject block may not be visible.	Yes	No		Yes	No	Missing
A Letter of Authorization from the owner(s) designating an Authorized Agent to communicate with the Planning Department on their behalf (if applicable)	Yes	No	N/A	Yes	No	Missing

APPLICANT'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- a) The undersigned is the owner or authorized agent of the owner of this property.
- b) The information presented is true and correct to the best of my knowledge.
- c) Other information or applications may be required.
- d) I hereby authorize City and County of San Francisco Planning staff to conduct a site visit of this property as part of the City's review of this application, making all portions of the interior and exterior accessible through completion of construction and in response to the monitoring of any condition of approval.
- e) I attest that personally identifiable information (PII) - i.e. social security numbers, driver's license numbers, bank accounts - have not been provided as part of this application. Furthermore, where supplemental information is required by this application, PII has been redacted prior to submittal to the Planning Department. I understand that any information provided to the Planning Department becomes part of the public record and can be made available to the public for review and/or posted to Department websites.

Signature

Name (Printed)

Date

Relationship to Project
(i.e. Owner, Architect, etc.)

Phone

Email

For Department Use Only

Application received by Planning Department:

By: _____

Date: _____